G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

19 10.—11

(Genl.)

File No. 170

Serial Nos. 1—11

Papers Filed.

Month Feb'y 1911

SUBJECT.

Official Communications to Govt from Heads of Departments.

PREVIOUS REFERENCES.	LATER REFERENCES.
	~~Pol. S. 6-15~~ Edn 28-2-19-2

G.R.S. 11]

1906-11

GENERAL AND REVENUE SECRETARIAT.

(Gen. Mus)

NOTES.

Gen File No. 170-6

FILE HEADING.

Official Communications to & from Heads of Depts &c to be signed by the Head of the Dept instead of by the Officer [illegible]

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet

GPB—30,000 - 3-4-07.

Ex 1705-13

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

S

+ P.O. 24. N° 1480-409 & 18/1/07.

A Case recently came under notice in which a copy of a letter was forwarded by post with an Endorsement above the signature of an Officer on himself the head of that Office

+ 2 Underwriting addressed Communications by post should be in letter form only and not Endorsement but there is no restriction as to the Officer who is to sign such letters

In practice heads of Offices in which there are gazetted assistants very rarely sign Communications coming up by post though perhaps the drafts of such letters would have received their scrutiny and approval.

In the Account Department however there is an Expressed rule that all Communications by post should be signed by the head of the Office himself

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

Encl 1/14—10

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

R.R. 92 SP 1910-11
9

5

Art 1690 (a) C.A.C Vol II lays down as follows:—

x x x x x x x x x x x x

and no letters to Govt, local or Supreme Govt issue from any Office of account, except under the signature of the Accountant General or Comptroller, x x x x x.

6 This rule has manifest advantages and it is submitted for consideration whether a like provision may not be insisted on in the case of all communications to Govt by whatever Office made.

Sent to the Jeneal Secy for personal discussion.

21.11.10.

Br V for putting up refce if any further note.

21/11/10

CR

N. B—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

P. T.

G. R. S. 12]
General and Revenue Secretariat.

File No. 170 of 19[illegible]

Serial No.

S
Ord 92

8 A Copy of the Offl Memo which requires Communications to Govt to be ordinarily in the form of letters in the first person is put up. No opinions could be formed as to whether the Comns should be signed by the Head of the Dept himself or by his Office Assistant.

Chi. 107 24/11/10) VS-41

9) What is the practice in Madras. There is a "Manual of Office Correspondence and procedure" published by the Madras Govt. Please peruse, if available. Also Govt G.O. directing copies of letters to Residency to be signed by the Secy.

24/11/10

10) The "Manual of Office Correspondence & procedure" in Madras referred to above is not available in the Office Library.

11) Rule 198 of this Office Manual requires that Communications to the Residency should be signed by the Secy. This procedure appears to have been settled by D.O. Correspondence with the Secy, which may be available among the Confidential papers in the custody of the Record Supt or of the Council Section.

12) The file will be sent to the Head Record & the Council

+ Vide information on the subject furnished by Mr N. Narasimhaiya, Asst Supt of the Correspondence Section in the Compilation of the Office Manual

A.

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Gen File No. 170 of 1910

Serial No.	
	Council Section for putting up the papers if available.
	Ch. 107 30/11/10 VS. 41
13	A copy of the Madras Manual may be purchased from Higginbothams or elsewhere. A put up.
	As regards the other point, it was sufficient to have ref to Rule 198 of the Sects Manual
	30/11/10
14	Draft to the Supt. Govt Press, Madras, is put up. The book may not be available with Messrs Higginbotham & Co as it is not probably an official publication for sale to the public.
	Ch. 107 1/12/10 VS. 41 15 Issued 2/12/10
1	No. G. 3452 d/6.12.10 to the Supt. Govt Press Madras — Orders a copy of the Manual of Office Corr & Procedure of the Madras Govt.
2	From the Supt. Govt Press. Madras - No 14528 of 7.12.10 stating that the book - "Manual of Office Correspondence and procedure is not for sale and that reqn may be made to the Chief Secy, Madras.
16	Draft reply to the Chief Secy to the Govt of Madras is put up.
	Ch. 107 13/12/10 VS. 44 Revised. Issued 12/12/10. 17
3	Dis No: pol 568 dt. 15.12.10 to the F.A. Resident — Requests him to obtain for the use of the Durbar two copies of the Manual of Office Rules & Procedure published by the Madras Govt.

NOTE—Contn. sheet.

GPB—55,000—27.4.09

Serial No. 4

From the J.A. Resident No. 502 Dt. 30-1-11.

As desired in R. 3 forwards 2 Copies of the Correspondence Rules issued by the Madras Govt.

The Correspondence Manual of the Madras Govt contains no rule requiring communications to Govt to be signed by heads of Offices.

Dy (1114) 3-1-11. Mrs 6/2

19 The Account Department has apparently been treated as exceptional, requiring letters to Govt. being signed by the Accountant himself. The practice ~~exists~~ does not exist in any other Department and it is of doubtful utility to insist on the Heads of Offices themselves signing fair copies of all letters to Govt. The present practice of permitting their Asstts, who are gazetted Officers, to sign such copies may be allowed to continue

Secretary) 14.2.11

20 See Rule VI of the Madras Govt rules. I believe we have a rule about the name or the Office and official designation being set out at the head of letters. Pl rule.

CM 14/2/11

NOTE— Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

File No. 170 of 1910-11

Serial No.

Please see G.O. No. 1046-55-Rls. G10 2. 30th July 1901 putup -

4 114.
21-2-11.
Asst. (S) 21/2 Seen

22-2-11

2 The order referred to is exempt I think. It is a minor matter who signs the letter so long as it emanates in the name of the head of the office who will be held responsible for it.

3 I suppose the proceedings referred to will be included in the new Edn of the Revenue manual send to Br I for note. & file afterwards -

Enclosed 4/c. 15/3/11

To Br I (C.R.)

15/3/11

cfz 10/3/11

This has been noted by Kanyakumari - Subd for information

BKG 15/3/11

Seen a 16/3/11

To Branch V

BKG 16/3/11

To Br II for note & return

Subd. 18/3/11

Seen 4/8/11

H Secs 768 may be filed? Yes, after showing to Sri. R. H. Secy. to Govt.

NOTE—Contn. sheet.

GPB—55,000—27-4-09

G.R.S. 26]

File No. 13.
Serial No. 1

Diary No. of letter replied to ...

No G. 3452

General and Revenue Secretariat
( )
, *the* 190

To
The Supt, Govt Press
Madras

Date of issue 6.12.10.

Signed by Mr B. Ramaswamia

Sir,

I am directed to request you to be so good as to supply this office, per V.P. Post, with a copy of "the Manual of office correspondence and Procedure" published by the Madras Govt.

I have &c

Mr 2/12/10
Mr GPS Secy
VS. 4/12

Copy to the Cash Section.

CR.
10/12
4/12/10

over.

SUBJECT.

cd MR 3/12

Ref.
Dis. No. 14525

Government Press.

Mint Buildings,

Madras, E., 7th December 1910

D.2537
9

From

T. Fisher, Esq.,

Superintendent,

Government Press,

To

The Secretary to the Government of

H.H. The Maharajah of Mysore,

General and Revenue Department,

Bangalore.

Sir,

Enclosure.

With reference to your letter No. G-2452, dated ~~5th~~ 6th December 1910, I have the honour to state that the Manual of office correspondence and procedure is not for sale. Please address the Chief Secretariat.

I have the honour to be,

Sir,

Your obedient Servant,

Superintendent.

No. 249—1,500—15-10-10.

G.R.S. 26]

File No. 170-10
Serial No. 3

Diary No. of letter replied to 2537

PR No. 5688 15-12-10
Encl

General and Revenue Secretariat
( )
, the 19

Date of issue 15/12/10

Signed by C. Balasundaram Esq

To
The Chief Secretary to the
Govt of Fort St. George,
Madras.
(Thro The F. A. Resident)

Sir,

I am directed to request that You will be so good as to ~~furnish this Govt with~~ a Copy of the Office Correspondence and procedure" published by the Madras Govt.

I have &c

14/12/10
for Offg Secy
VS. 41

from the Govt of Madras, obtain, for the use of the Durbar two copies of the "Manual of

CR. 107
16/12/10

over.

SUBJECT.

CR/-10

Pol 2
30-1-11

D 3339
9

No. 502
Sec 2

V
30/1 Sec 4/

FROM

P. B. WARBURTON, ESQ., I. C. S.,
FIRST ASSISTANT TO THE RESIDENT IN MYSORE.

To

Fin 170-10
Sec-4

The Dewan of Mysore,

Dated Bangalore, 30th January 191/.

SIR,

With reference to Mr. Balasundaram Iyer's letter Pol. No.568, dated the 15th December 1910, I am directed to forward herewith, for the use of the Durbar, two copies of the "Correspondence Rules" issued by the -- Government of Madras.

I have the honour to be,
Sir,
Your most obedient servant,

P B Warburton

First Assistant Resident.

K.M.
26.1.11.

R. P. B —11-1910.—2,000.